



Feb. 10, 2012

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ACCELA
Government Software

focus

Designed for all staff and departments who use Accela

Project Status Report

We have made great progress and yet we still have so much work ahead of us. Before putting our Accela Administrative User training to good use, we have to finish examining all of the Accela configuration documents and still finish creating many configuration documents of our own. In order to ensure that there is continuity in our final solutions, we will be spending quite a bit of time reviewing all of the design work performed by Accela and of our own SME's. We have to see to it that standards are in place and adhered to for issues such as naming conventions, field usage, literal values, drop down selections, consistency among fee schedules, workflows, and the list goes on. It is a lot of work and each of the SME's are keeping diligent watch on such things. This week our Accela folks provided a report that gives us insight into key system tables just to help keep each of these things intact. Monday we will be meeting as a group to review reports to check all of these results that we have produced - thus far department by department. Across the board, we want it right!

We now are vying to position ourselves to begin our record (permit) development efforts and the SME team is anxious to go forward into full swing with development activities. In fact, creating the right environment for a heads down development effort in Building and Safety meant a move for Rita Cox. Rita moved down the hall to another office which will give her a perfect environment to concentrate for this massive effort. Meanwhile, Jerris Nider will be available to the Building and Safety staff for all routine computer support.

On our critical path is the final decision regarding Crystal Reporting and an Electronic Document Management Storage System. Please know that this has been a long tedious process as a group of people are working in the background to build the right solution for the project and the City. Both of these important topics have to be resolved by the end of the month so we don't impede progress on our project.

The project still is on track and on schedule. Now into our second quarter of effort we are tracking well with the baseline project schedule. On our internal Accela Rolling Project Report we have 15 major tasks open and 83 closed to date. We could not possibly be where we are if it wasn't for the efforts of our awesome SME Team and also the folks that I like to refer to as Team Accela. So this is a special thank you to our SME Team: Mark Kenne, Rita Cox, Missy Minner, Tan Pham, and Jeff McReynolds. And thank you to Team Accela; Rocky Copeland, Brenda Berens, Matt Hart, Darren Koontz, Shauna Minor, Dan Kalt, Tony Palizzi, Pat Merell, and also Connie Ingram. Thank you all for your hard work on analysis, configuration, project guidance, contractual issues and training. This partnership continues to shine. We will hit the half-way point in the project before you know it!

Marching In

Yes, I know we are still in February; however, March is coming fast! Here are some high-level activities that we are beginning to prepare for next month. All configuration should be wrapped up by the end of the month. Field



mapping will begin for conversion work as the record builds are completed one by one. We are going to begin working on reporting. GIS discussions will begin to become more frequent as well as talk about St. Patrick's Day!

A Project Baseline Snapshot!

Here is just a snapshot of our project baseline schedule. Bolding and colors typically depict a hierarchy of tasks. As you look through these line items you will see that we are right in the middle of our important configuration stages.

<u>ID Task Name</u>	<u>Duration</u>	<u>Start</u>	<u>Finish</u>
32 Configuration Stage	95 days	Mon 1/9/12	Mon 5/21/12
33 Accela Automation Core Configuration	30 days	Tue 1/10/12	Mon 2/20/12
34 Configuration Delivery and Review Session(s)	20 days	Tue 2/21/12	Mon 3/19/12
35 Configuration Acceptance	0 days	Mon 3/19/12	Mon 3/19/12
36 M04 - Configuration	0 days	Mon 3/19/12	Mon 3/19/12
37 Accela Citizen Access Implementation	55 days	Tue 3/6/12	Mon 5/21/12
38 Accela Team	55 days	Tue 3/6/12	Mon 5/21/12
39 Configuration Document Development	20 days	Tue 3/6/12	Mon 4/2/12
40 Configuration Document Delivery	0 days	Mon 4/2/12	Mon 4/2/12
41 Configuration Document Review	5 days	Tue 4/3/12	Mon 4/9/12
42 Configuration Document Acceptance	0 days	Mon 4/9/12	Mon 4/9/12
43 ACA Configuration	20 days	Tue 4/10/12	Mon 5/7/12
44 Configuration Review	10 days	Tue 5/8/12	Mon 5/21/12
45 Configuration Acceptance	0 days	Mon 5/21/12	Mon 5/21/12

Question of the Week

What product or project details would you like additional clarification?

Please don't hesitate to ask anything!

Send your replies to jwalkenhorst@lincoln.ne.gov

SOMETHING TO THINK ABOUT

Clock Face

Time goes on it never does stop,
Day by day for each moment of thought.
As we watch the clock and do nothing it seems,
The clock face watches us not doing a thing.

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